

**DESE Educator Certification  
Conduct and Investigations  
New Fees Implemented August 28, 2003**

**Fees in the form of a school district check or individual money order (payable to "Treasurer, State of Missouri") must be received in order for this service to be completed on the individual. We are not able to accept personal checks or cash.**

**Fingerprint Background Check** **\$38.00**

An individual must complete two sets of fingerprint cards (prints may be taken at any local police or sheriff's department) and mailed directly to the Department. This sets in process a complete background check through the Missouri Highway Patrol and FBI.

**Missouri Highway Patrol Criminal Record Check** **\$5.00**

An individual must complete the SHP-159C Form – Request for Child Abuse or Neglect/Criminal Record and send in the original and two (2) copies for a total of three (3) forms to be received by Conduct and Investigations. By filling out this form a Missouri Highway Patrol open records check, sexual offender registry check, and a child abuse search will all be completed on the individual.

**Substitute Certificate of License to Teach** **\$5.00**

A school district should apply on-line for a substitute certificate of license to teach. **After names are submitted, the school should print out a copy of the screen showing the names that have been submitted and send it, along with the appropriate fees for those individuals, to Educator Certification, Conduct and Investigations.**

The individual must fill out the Application for a Substitute Certificate of License to Teach Background Check (Form S) and this form should be filed with the requesting school district. If a criminal history is found on the individual, the school will be contacted by Conduct and Investigations for a copy of that form.

After the fees have been received by the Conduct and Investigations office, the background check will be submitted through the Missouri Highway Patrol. Upon successful completion of the background check, a substitute certificate will be printed and sent to the requesting school district.

**ALL FEES ARE SEPARATE. FOR EXAMPLE:** If the school district would like a Missouri Highway Patrol Criminal Record Check and also a Substitute Certificate of License to Teach, there would be a \$10 fee. All fees must be paid in advance, DESE cannot bill a school district.